

CHECKLIST FOR WEST VIRGINIA DRINKING WATER TREATMENT REVOLVING FUND

Set-Aside Funded Activities FY 2005 Mid-Year Report

May 2005

This checklist consists of the activities in WV DHHR work plan for the TRF set-aside funded activities. It is meant to assist in the tracking of tasks completed and aid in evaluating the state's progress in accomplishing these activities. **Note:** Activities funded under the 4% DWSRF set-aside are evaluated by EPA Region III's Municipal Financial Assistance Branch and are included in this report as FYI only.

ACTIVITY	Completed ?	COMMENTS
4% Set-Aside		
1. Market the DWTRF Program by regularly updating the web page, providing articles on the Health Department in other newsletters, speaking to different organizations and civic groups, participating as an exhibitor at organizations conferences and communicate with systems directly.	Ongoing	Staff members have spoken at various organizations such as the Association of Consulting Engineers, Public Service Commission Board Members training. Articles have been written for the Public Service Commission newsletter, Contractors Association. The web page is updated as needed. Staff members have met with representatives of Public Water Systems directly to inform them of the program. The office was represented at the West Virginia Engineering and Contractors Trade Exposition and at the West Virginia Rural Water Association's annual conference.
4% Set-Aside		
2. Provide information clearinghouse and service referral system.	Ongoing	This is accomplished through our work with the Infrastructure and Jobs Development Council in reviewing drinking water project applications and making technical and funding recommendations.
3. Prepare annual Intended Use Plan and Capitalization Grant applications.	Ongoing	The staff prepares an annual Intended Use Plan and Capitalization Grant which is submitted to EPA.

4. Coordinate reports, audits and reviews with EPA.	Ongoing	EPA is provided copies of audits of the program and other reports as necessary.
5. Evaluate and rank potential projects including all parts of the evaluation process. (i.e., input by applicants, information learned from sanitary surveys, operational reports, compliance histories, capacity development assessments and the status of the unserved and under served population)	Ongoing	The applications that are deemed financially and technically acceptable by the Infrastructure and Jobs Development Council are scored by our staff. These projects are then ranked according to the criteria as described in the IUP and displayed on the web page.
6. Review and approve management and operational contracts (especially where management and/or operational entity may not be the owner of the system).	Ongoing	This is reviewed as part of the Infrastructure and Jobs Development Council Application.
7. Integrate pre-application activities	Ongoing	This is continuing to be accomplished through the regular meetings of the Infrastructure and Jobs Development Council.
8. Monitor construction progress. Process change orders as needed.	Ongoing	Projects under construction continue to be monitored through communication with the project engineer. Change orders are reviewed by the BPH staff and appropriate action completed.
9. Assess capacity development of systems applying for DWTRF assistance.	Ongoing	Each project that is offered funding from the DWTRF program has a capacity development assessment and the results are reviewed. Capacity Development staff make recommendations concerning what steps are needed for a system to upgrade their financial, managerial and technical capabilities in order to receive SRF assistance.
10. Approve system operations following construction and system startup.	Ongoing	The project engineer for the construction project issues a letter (reviewed by WV BPH) of substantial completion for the project.

11. Develop the DWTRF to ensure the long term perpetuity of the fund where after the initial capitalization years, the loan repayments in the fund will be used to finance additional projects.	Ongoing	The repayments of the loans are tracked and monitored. The BPH staff works with the Water Development Authority to ensure that the loan conditions are being met and that the loans will be repaid. The staff has DWTRF financial planning model training and has attempted to project funding scenarios for the future.
15% Set-Aside		
1. Complete scheduled number of source water assessments.	Ongoing	On-going. As of 3-31-05 completed 100% of the source water (ground and surface sources for community and non-community) assessments for the PWSS. WVDHHR continues to complete SWAP studies for new PWS systems within the State. Continues to participate and build SWAP protection efforts by prioritizing protection efforts, program resources, education and outreach efforts in developing and implementing protection measures.
2. Establish and implement wellhead protection activities for 450 small systems.	Ongoing	On-going. As of 3-31-05, 100% of the non-community systems initial assessments completed and continuing to implement protection activities.
3. Sponsor Water Awareness Symposium	Ongoing	On-going. Participating in initial efforts with the Canaan Valley Institute and West Virginia University to coordinate a water issues symposium in the fall of 2005. In addition, planning to hold several smaller SWAP symposiums at the local level this fall.
4. Complete Pump Yield & Drawdown Test Method pamphlet	Ongoing	On-going. Waiting on update to water well design rules for incorporation. Anticipate proceeding with potential contract by fall 2005.
5. Develop Hydro-geology and Simulation of Ground-Water Flow and Delineation Models in Alluvial Aquifers Bordering the Ohio River, West Virginia (i.e., developing models and/or tools; OEHS proficiency)	Ongoing	Completed. Report from USGS on "Hydrogeology – Simulation of Groundwater Flow and Delineation Models in Alluvial Aquifers Bordering the Ohio River." Report finalized and copies received.
6. UIC WHPP Program Contract - targeting	Ongoing	On-going. WV DEP has completed site assessments on 1308 sites (as of 3-31-05) Targeted source water

delineated source water protection areas (i.e., 4 goals set forth in 2001 Workplan).		protection areas and inventorying all potential Class 5 wells and underground injection tanks. DEP is currently evaluating the potential risk or regulatory action to eliminate the risk.
ACTIVITY	Completed ?	COMMENTS
10% Set-Aside		
A. PROGRAM MANAGEMENT		
A.1. Report on activities of the Cross Connection Program.	Yes	A full certification class has been developed called "A Backflow Prevention Assembly Inspector/Tester." This class is provided at least twice per year and is directly related to the ASSE certification class.
A.2. Implement SDWA Rules for 2004.	Yes	Adopted the revised MCL for arsenic. Primacy package submitted to EPA for approval.
A.3. Provide training and proper equipment to staff.	Ongoing	This continues as staff is made aware of training opportunities and equipment is purchased as needed and funds are available.
A.4. Emphasize public information / outreach (i.e., CCR, public awareness, latest regulations).	On-going	Assistance was provided to many of the water systems in the preparation of their CCRs. Staff participated in three booth exhibits displaying an informational board and various brochures; also three opportunities to provide training to the WV Public Service Commissioner's course. Staff has also conducted the following out-reach opportunities: 2 fluoride classes; 1 Class I; 1 Class II and 2 Class 1D. District office personnel conduct multiple 1D classes on an "as-needed" basis. WVRWA held 1 additional Class I session.
A.5. Conduct capacity development assessments	Ongoing	Staff conducts capacity development assessments. By adding additional staff members, our goal is to increase the number of assessments conducted for next reporting period.

B. CAPACITY DEVELOPMENT PROGRAM		
B.6. Maintain/update capacity development web page	Yes	This has been accomplished and will continue to be updated as necessary.
B.7. Complete and publish necessary capacity development program reports	Ongoing	Assessments are continuing to be completed and are being distributed as necessary.
C. DATA & INFORMATION SYSTEM MANAGEMENT		
C.8. Report on activities of Data and Information System Planning and Policy Team	Yes	An informal team approach is being used in order to develop interim and long term strategies for needs of the data base maintenance. Preliminary steps have begun to develop a module that will be used by the district offices to integrate with SDWIS. This will improve the accuracy of the data and decrease the hours necessary to in-put information into SDWIS.
C.9. Eliminate and consolidate independent, individual data bases. Establish a common system inventory file.	Ongoing	Estimate at 95% complete. All persons have access to SDWIS/State, the common data base. District office staff need training for SDWIS/State software.
C.10. Provide training to district office staff as well as new employees on an as-needed basis.	Yes	SDWIS 8.0 training has been performed for persons using SDWIS on a daily basis.

ACTIVITY	Completed ?	COMMENTS
10% Set-Aside		
C.11. Administer and direct an improved information management system for use by management, staff and other agencies.	Ongoing	SDWIS is available to management and staff, however it will not be available to other State agencies until SDWIS is available on the internet; goal currently is 2006 due to delay in delivery of SSWR1.
D. OPERATOR TRAINING and CERTIFICATION		
D.12. Review courses submitted for continuing education hours (CEH).	Ongoing	A CEH review committee meets at least once per month to review submitted courses. An independent stakeholder committee concurrently reviews the same information, with recommendations forwarded to our committee.
D.13. Evaluate re-certification procedures within EED.	Ongoing	Re-certification procedures are evaluated on a regular basis.
D.14. Increase the number of courses and class sizes for Class 1 operator certification classes. Report on activities since the last end-of-year report.	Yes	Contracted one additional Class 1 Course with WVRWA during this period. Class sizes are subjective, based on the # registered. Our organization also held one Class 1 Course.

D.15. Teach water related courses to outside organizations. Report on activities since the last end-of-year report.	Yes	Currently teach water related courses at the Water Systems Council (WSC) conference, the yearly exposition, Public Service Commission Board members, City councils, and various other agencies, public and private.
D.16. Attend courses provided for continuing education.	Yes	Staff have attended water and wastewater related training to further their knowledge. Specific classes include the Fluoride Operations (CDC), Developing a Curriculum (DACUM) facilitator training to help with validation of job tasks, pertinent curriculum and exams. Webcast for various rules presented by EPA and AWWA.
D.17. Participate in Drinking Water Education and Training Coalition meetings	Yes	BPH staff continues to be an active member of the Coalition.
D.18. Participate in the development, production and distribution of a water operator training calendar	On-going	On-going; continues each six months. Training and testing dates posted on our webpage.
D.19. Purchase training aids, equipment, study guides and reference materials to assist in training.	Ongoing	Process of reviewing and updating training manual. Identified backups for instructors.
D.20. Prepare and distribute a newsletter to communicate regulatory changes and other useful information to water treatment operators.	Ongoing	Newsletter <i>Drips and Drops</i> was not published during this reporting period. A CD library for class facilitator for emergency situations when an instructor is unable to attend training is maintained on an on-going basis.
D.21. Cooperate with AWWA in recognizing and promoting the achievements of water operators. Report on activities since the last end-of-year report.	Ongoing	Each year AWWA presents the Perkins Boyton operator award to an outstanding water operator from a large system and a small system. The BPH district engineers provide input in the selection of the recipients and were involved in the presentation of the award.

ACTIVITY	Completed ?	COMMENTS
2% Set-Aside		
1. Enter into contract with WVRWA to provide technical assistance to small systems. Report on activities since the last end-of-year report.	Ongoing	Contract with the Association is renewed each year and they continue to provide educational training and assistance geared to the water plant operators.

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